

MEETING MINUTES

AIRPORT COMMITTEE MEETING

8 April, 2021 – 1:00 PM

Howard Male Conference Room, County Annex Building

Commissioners Present: Robert Adrian
Bill Peterson
Marty Thomson
Don Gilmet

Others Present: Steven Smigelski, Airport Manager
Mick Higgins, Assistant Airport Manager
Lynn Bunting, Board Assistant
Maj. Anthony Hylko, Alpena CRTC
Smsgt. Andy Perrin, CRTC / CEO
Lillian Shriner, Great Lakes Air
Jerry Broad, EAA Chapter 1021

Meeting Called to Order by Chairman Adrian: 1:02 PM

APPROVAL ITEMS:

- a) Invoice 1102-20 (\$302.15, PFC Quarterly Reports) has been received from Primary Airport Services. Permission is requested to transfer \$302.15 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice.

Motion by Commissioner Thomson and supported by Commissioner Gilmet to transfer \$302.15 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

ACTION ITEM #1: The Committee recommends the transfer of \$302.15 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay PAS invoice 1102-20.

- b) Invoice 1112-11 (\$299.75, PFC Application 4) has been received from Primary Airport Services. Permission is requested to transfer \$299.75 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice.

Motion by Commissioner Thomson and supported by Commissioner Gilmet to transfer \$299.75 from Line 295-536-625 PFC Equity Fund to 295-536- 805 Consulting Services to pay this invoice. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

ACTION ITEM #2: The Committee recommends the transfer of \$299.75 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay PAS invoice 1112-11.

c) Weinkauff Plumbing and Heating is no longer servicing the boiler systems in the new terminal, Enerco has taken their place. A contract for annual servicing has been presented in the amount of \$550.00 per year and includes 2-3 sampling visits for water chemical tests and treatments. A recommendation was made to coordinate with Grounds and Maintenance to see if this contract can be consolidated with future county wide boiler inspections.

Motion by Commissioner Gilmet and supported by Commissioner Peterson to pursue coordination with Grounds and Maintenance. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed

d) Invoice 21000071000-1 (\$19,000.00, Alpena Terminal Study, design and professional services, Phase 1) has been received from RS&H. Permission is requested to transfer \$19,000.00 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice. Reimbursement will be sought through CARES.

Motion by Commissioner Gilmet and supported by Commissioner Peterson to transfer \$19,000.00 from Line 295-536-625 PFC Equity Fund to 295-536- 805 Consulting Services to pay this invoice. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

ACTION ITEM #3: The Committee recommends the transfer of \$19,000.00 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay RS&H invoice 21000071000-1.

e) Invoice 21000071000-2 (\$19,000.00, Alpena Terminal Study, design and professional services, Phase 2) has been received from RS&H. Permission is requested to transfer \$19,000.00 from Line 295-536-625 PFC Equity Fund to 295-

536-805 Consulting Services to pay this invoice. Reimbursement will be sought through CARES.

Motion by Commissioner Gilmet and supported by Commissioner Thomson to transfer \$19,000.00 from Line 295-536-625 PFC Equity Fund to 295-536- 805 Consulting Services to pay this invoice. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

ACTION ITEM 4: The Committee recommends the transfer of \$19,000.00 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay RS&H invoice 21000071000-2.

DISCUSSION ITEMS

- a. Enplanements SkyWest monthly total for March: 741 Total YTD: 1,656. YTD for this period in 2020 was 2,384.
- b. Air Traffic Control Tower monthly operations summary (see Power Point).
- c. Landing Fees (\$580.00) (ACRA \$406.00) (HAS \$174.00)
- d. Fuel Flow Report (12,506 GL x .08 = 1000.48)
- e. 15 Mar. Request for bids for grounds equipment posted to County and Airport web sites.
- f. 15 Mar. AM participated in a Zoom meeting with RS&H and CRTC Civil Engineering to discuss future construction projects and any potential conflicts with training and CRTC projects.
- g. 15 Mar. Quarterly construction reports sent to FAA ADO.
- h. 17 Mar. AM attended the Finance Committee meeting.
- i. 17 Mar. Minimum Standards compliance letter sent to Huron Aviation, 60 day compliance window set.
- j. 17 Mar. Mark Wilcer and Roddy Boggus (RS&H VP of Aeronautical Engineering) at airport to see the new terminal building.
- k. 18 Mar. AM participated in a Zoom meeting with Christina Cole (Advance Aviation) and Rachelle Kolb (SkyWest) to approve the advertising campaign SkyWest is funding (\$10,000.00 for digital advertising 1 April through 30 June).
- l. 19 Mar. Engineering RFQ submission period ended with only 1 on time submission by RS&H. C&S Companies submission was late due to being delivered to the wrong building.

- m. 19 Mar. AM participated in a Teams meeting with Air Mobility Command and CRTC for MOBILITY GUARDIAN planning.
- n. 22 Mar. Randy Bricker and Jeff Mallory onsite for visit with Alpena Ground Services personnel.
- o. 22 Mar. the new server for Gates 21 and 22 access system installed. Database was unrecoverable, so Mr. Higgins and Mr. Phillips had to manually reenter all names and PINs.
- p. 23 Mar. AM participated in a Zoom meeting with FAA ADO and RS&H concerning CARES construction projects prioritization.
- q. 24 Mar. Steve Wilson (Alpena Agency) onsite for insured items review.
- r. 25 Mar. at the request of the FAA ADO AM drafted and sent a letter of justification for the projects to be accomplished under CARES funding, along with an updated Airport Layout Plan (ALP).
- s. 29 Mar. AM sent a letter to FAA ADO requesting the balance of AIP money be carried over into FY2022.
- t. 30 Mar. Informed by Jaffee Law that the VanDuinen case has been dismissed by the state supreme court and is officially concluded.
- u. 31 Mar. – 6 April AM on leave.

- v. On 14 March 2021 the commissioners received a letter from Mr. Tom VanDuinen in regards to not being able to access airport grounds. The complaint was discussed and dismissed. No further action will be taken.

Motion by Commissioner Gilmet and supported by Commissioner Thomson as to the acknowledgement of the letter and the need for no action. . AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

- w. Correspondence was received from Great Lakes Air on April 6th, 2021 with a request to waive Landing, Ramp and Flowage fees for the upcoming Mobility Guardian military exercise beginning in May. The recommendation was made to waive Landing and Ramp fees, but still collect Fuel Flowage fees.

Motion by Commissioner Peterson and supported by Commissioner Thomson to waive the Landing and Ramp fees, but keep the Fuel Flowage fees AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.



Alpena County Regional Airport

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CURRENT PROJECTS

- a) 3-26-0004-023-2218 Construct Passenger Terminal and Ramp Improvements (in closeout)
- b) 3-26-0004-025-2020 Remark Airfield Markings
- c) 3-26-0004-025-2020 Security Gate Replacement (Gates 21 and 22) in progress.
- d) 3-26-0004-026-2020 Acquire SRE and utility equipment in progress
 - a. 3-26-0004-026-2020 Construct Taxiways, Hangars, and Corporate Hangar (other building projects pending FAA approval)
- e) 3-26-0004-026-2020 Construct Taxiways, Hangars, and Corporate Hangar (other building projects pending FAA approval)

ADJOURNMENT: 2:07 pm

Motion by Commissioner Peterson and supported by Commissioner Thomson to adjourn.
AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed

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Robert Adrian, Airport Chairman

Handwritten signature of Steven Smigelski in blue ink.

Steven Smigelski, Airport Manager

Handwritten signature of Mick Higgins in blue ink.

Mick Higgins, Recording Assistant